

IV-D35 Location

The Location Descriptor Table allows agencies to establish codes to track expenditures by geographic location. When entered on financial transactions, the data is available for reporting outside of Requestable Standard Reports.

The Location Descriptor Table ID is **35** and is available on the Command **I.5**: Agency Descriptor Tables screen.

STRUCTURE

The Location Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Location record and contains the Descriptor Table Identification (ID), Organization Code, and Location.

The Organization Code is determined by the Userid. The Location code is agency assigned.

The informational element segment for the Location Descriptor Table is the Title.

RELATIONSHIP TO OTHER TABLES

When a Location code (optional) is used in other table entries (Automated Payables, Index Code, Labor, and Program Cost Account), the code is validated against the Location Descriptor Table (D35).

INPUT CODING

A listing of the fields contained on the Location Entry screen and/or the activity reports is shown in Exhibit IV-D35-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Location Entry screen is keyed from the Location Descriptor Table Entry form (CALSTARS 1.35). The form, shown in Exhibit IV-D35-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

LOCATION ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.35**.

```
9990 I.5.35: Location (D35) Entry                                04-06-2005 01:39 PM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

LOCATION> _____

TITLE   : _____

Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      List      Bkwrd Frwrld Clear      Main
```

All Location Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Entry screen.

LOCATION LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```

9990 Location (D35) List                                04-05-2005 04:05 PM

Function: _ (P=Print Table, R=Recall Maint/Print)      Go to Location: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  LOCATION                                           TITLE
-  -----
-  100110  SHASTA
-  100130  REDDING
-  100140  EUREKA
-  100150  LAKE TAHOE
-  100160  SACRAMENTO
-  100170  LOS ANGELES
-  100180  SAN DIEGO

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit          Bkwr  Frwr  Clear          Main

```

The list of records is displayed in Location order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the agency. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the code in the 'Go to Location' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by Location). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=AddFrom The Entry Screen:

Key an **A** in the Function field and the appropriate values in the Location and Title fields to **Add** a record to the Location Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table file. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

C=Change

Only the Title field can be changed in the Location table. Modification to the Location field requires the deletion of the original record and the addition of a new record.

From the Entry screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate value in the Location field, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate value in the Location field, and press **Enter**.

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

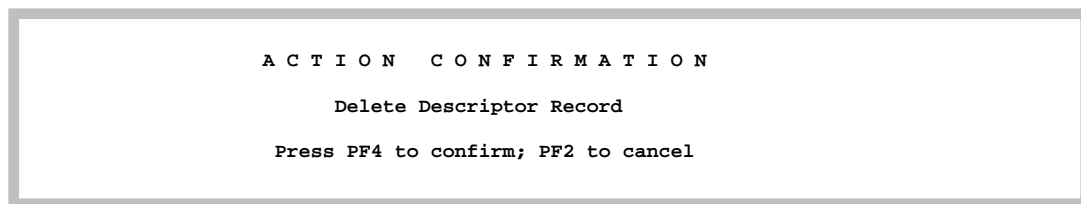
Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

D=DeleteFrom The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate value in the Location field, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate value in the Location field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Location Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Location Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

N=NextFrom The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **P** function provides agencies the option of generating an electronic report file of the Location Descriptor Table Listing Report and/or printing the report. The report contains all records within the Location Table and is displayed in Exhibit IV-D35-3.

From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
Print/Report File Selection
Descriptor Table - Location (D35)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-D35.IQ.D2050406.T1351096
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-D35.IQ.D2050406.T1351096
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field:

- ✱ **F** – Immediately generates an electronic report file of the Location Descriptor Table Listing Report (CSI90235)
- ✱ **P** – Immediately generates an electronic report file (CSI90235) and ROPES the Location Descriptor Table Listing Report (CSI90235) to an agency printer

- ❖ **O** - ROPES the Location Descriptor Table Listing Report (CSB90235), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

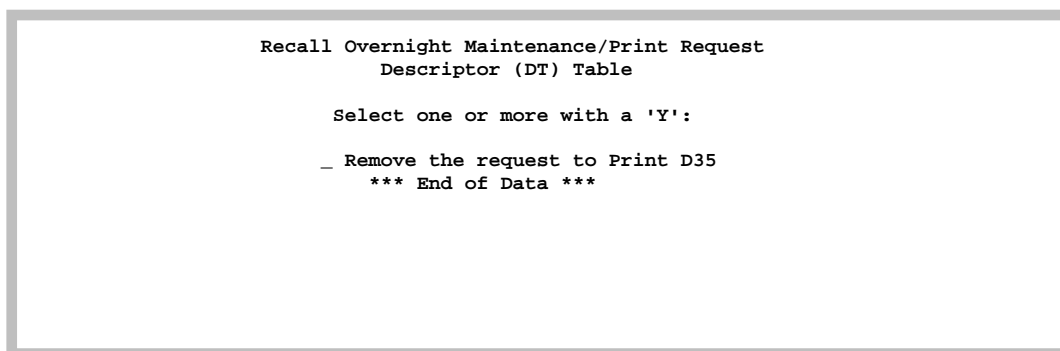
Note: To request a change to the printer/file destination or output media for a specific report, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Location Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.



```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

_ Remove the request to Print D35
*** End of Data ***
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

V=View

From The Entry Screen:

Key a **V** in the Function field, the appropriate value in the Location field, and press **Enter** to View a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI902035) and generates a single record report file from the Location Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D35.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate value in the Location field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Location Descriptor Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ❶ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

NOTE: When table look-up assistance is used with the Location field, the entire record is displayed when a selection is made.

- ✧ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=List—Displays the Location List screen.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

LOCATION DESCRIPTOR TABLE REPORTS

The following reports are system generated:

- ✧ Location Descriptor Table Activity Report (CSB90135) - This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D35-3.
- ✧ Location Descriptor Table Upload Activity Report (CSB90435) – This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D35-3.

The following report is produced upon agency request:

- ✪ Location Descriptor Table Listing Report (CSB90235/CSI90235) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on a Location screen. The report is displayed in Exhibit IV-D35-3.

CONTROL

The Location Descriptor Table Activity Report (CSB90135) and the Location Descriptor Table Upload Activity Report (CSB90435) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-D35-1

Data Element	Length	Contents
<u>Control Key:</u>		
DESCRIPTOR TABLE ID (D35)	2	The Descriptor Table ID is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
LOCATION	6	Enter the Location code.
<u>Informational Elements:</u>		
TITLE	50	Enter the Location title.
<u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND REPORTS.</u>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
<u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.</u>		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

EXHIBIT IV-D35-2

CALSTARS 1.35 (revised 04-29-2005)	LOCATION (D35) DESCRIPTOR TABLE ENTRY FORM		ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____	DATE: _____

FUNCTION	<input type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
LOCATION	<input style="width: 100px; height: 20px;" type="text"/>	
TITLE	<input style="width: 950px; height: 25px;" type="text"/>	

FUNCTION	<input type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
LOCATION	<input style="width: 100px; height: 20px;" type="text"/>	
TITLE	<input style="width: 950px; height: 25px;" type="text"/>	

FUNCTION	<input type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
LOCATION	<input style="width: 100px; height: 20px;" type="text"/>	
TITLE	<input style="width: 950px; height: 25px;" type="text"/>	

FUNCTION	<input type="checkbox"/>	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
LOCATION	<input style="width: 100px; height: 20px;" type="text"/>	
TITLE	<input style="width: 950px; height: 25px;" type="text"/>	

REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED	<input type="checkbox"/>	(F=Report File only, P=Printer Output and Report File) (O=Overnight Printer Output)
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EXHIBIT IV-D35-3

```

CSB90135 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      LOCATION DESCRIPTOR TABLE (D35) ACTIVITY
                                REPORT
04/20/2004 (17:58) *****
LOCATION  F      TITLE                                TRANS DATE  TRANS TIME  USERID      ERROR MESSAGES
-----  -      -----
100620  A      CRESCENT CITY                                04-20-2004  01:30:00 PM  CSAQABC
100620  C      CRESCENT CITY TO OREGON BORDER                04-20-2004  01:30:20 PM  CSAQABC
201900  A      SUTTER BUTTES                                04-20-2004  01:30:40 PM  CSAQABC
201910  A      SUSANVILLE                                04-20-2004  01:31:02 PM  CSAQABC
300080  C      INGLEWOOD LAX                                04-20-2004  04:31:04 PM  CSAQABC
300580  A      BANNING                                    04-20-2004  12:31:15 PM  CSAQABC
300590  A      WEED                                    04-20-2004  12:31:53 PM  CSAQQQQ

```

```

CSB90235 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      LOCATION DESCRIPTOR TABLE (D35) LISTING
                                REPORT
04/20/2004 (17:58) *****
LOCATION  TITLE                                LP DATE
-----  -      -----
100110  SHASTA                                11-03-1990
100120  REDDING                                11-03-1990
100130  EUREKA                                11-03-1990
100140  SUSANVILLE                            11-03-1990
100150  RED BLUFF                                11-03-1990
100160  OROVILLE                              11-03-1990
100170  WEAVERVILLE                            11-03-1990
100180  FORT BRAGG                              11-03-1990
100190  CLEAR LAKE                              11-03-1990
100200  ARBUCKLE                                11-03-1990
100210  MARYSVILLE                              11-30-1990

```

EXHIBIT IV-D35-3 (Continued)

```

CSB90435 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS LOCATION DESCRIPTOR TABLE (D35) UPLOAD ACTIVITY REPORT
04/20/2004 (17:58) *****
                                ***** ORG NUMBER: 9990
                                ***** ORG PAGE: 1
                                ***** RUN PAGE: 1
LOCATION  F      TITLE
-----  -      -----
100620  A      CRESCENT CITY
100620  C      CRESCENT CITY TO OREGON BORDER
201900  A      SUTTER BUTTES
201910  A      SUSANVILLE
300080  C      INGLEWOOD LAX
300580  A      BANNING
300590  A      WEED
                                TRANS DATE  TRANS TIME  USERID
                                -----
                                04-20-2004  05:58:00 PM  UPLOAD
                                04-20-2004  05:58:00 PM  UPLOAD
                                04-20-2004  05:58:00 PM  UPLOAD
                                04-20-2004  05:58:00 PM  UPLOAD
                                04-20-2004  05:58:00 PM  UPLOAD
                                04-20-2004  05:58:00 PM  UPLOAD
                                ERROR MESSAGES
                                -----
                                M08 REC ALREADY EXISTS
                                M10 NO CHNG MADE TO REC

```